

Being an Event Steward 101

Baroness Eithni ingen Talorgain, OL, OP (Jean Kveberg) 608-628-7782 eithni@gmail.com

Deciding to be an Event Steward:

- Have previous experience on several different event crews.
- Know how much time you can devote to the event.
- Know what size of an event your group can financially support.
- Know what size of an event your group can adequately staff.
- Decide what sort of event you are interested in hosting.

General Rules:

- NEVER plan an event based on the premise that “if all goes well...”
- BE paranoid, not too paranoid, but paranoid.
- ALWAYS be realistic and have back-up plans.
- FIRST buy a notebook!

Basic planning:

- Announce your desire to steward an event to your local group and get preliminary approval
- Check your calendars for conflicts (SCA, large public events, holidays, your personal life events)
- Investigate sites and theme ideas
- Recruit core event staff
- Prepare an event proposal including budget and submit to your local group for approval
- Submit any paperwork required by your group/region/kingdom

Site characteristics:

- Size based on attendance
 - Remember Royalty rooms, Feast Hall, Court Hall, Populace space, classrooms, etc.
 - Restrooms – Count the number of toilets, urinals, and sinks.
 - Minimum of about 1 toilet per 30 people of expected attendance.
- Amenities based on activities
 - Fighters’ hall? Archery range? Wifi availability? This will be event-specific.
- Food policies and cooking facilities
 - Be specific! Number of ovens, burners, sinks, outlets, refrigerators, freezers...
 - Do all the facilities WORK? Will they all be available for you to use? Pots/pans/utensils?
- Site restrictions
 - Evaluate handicapped accessibility, required closing times, alcohol policy, animals, etc.
- Parking availability
 - Average 2 people per car, parking lot? Street parking? Permits required?
- Price
 - Nonprofit group discount? Discounts for doing event set-up and clean up?
- Availability on desired dates

Always do a walk-through of the site ahead of time to locate light switches, circuit breakers, broom closets, fire extinguishers, dumpster, wifi password, etc. and to learn which keys open which doors!

Securing your Site:

- Always get a WRITTEN contract including:
 - The name of the site
 - Name of the SCA Group
 - Date(s) of event
 - Times: opening/closing & cleaning
 - Site costs:
 - Rental fee and due date
 - Deposit and due date
 - Other fees (park rental?)
 - Amenities included (i.e., kitchen)
 - Services included (i.e., cleaning)
 - Place/time to pick up/drop off keys
 - Insurance necessary?
 - Contact people (multiple)
 - Anything required by your group or kingdom

Site Staff:

Event steward	Parking coordinator
Co-steward or deputy steward	Nastycrat coordinator
Feast steward	Crash space coordinator
Gatekeeper	Security and Royalty Guards
Royalty liaison	Info Point
Marshals (all marshal activities)	Publicity/Media wranglers
Herald(s)	Site Token procurer
Merchant liaison	Loaner garb/golden key/chatelaine
A&S coordinator	Feast Clean-up crew
Class coordinator	Set-up crew
Entertainment coordinator	Clean-up crew
Children's activities coordinator	Not every event will need every position!

Publicity:

Newsletters, email lists, and social media for the Kingdom, Local groups, and relevant special interest groups.

Event websites

Site announcement should contain:

Event name, date, times, sponsoring group name

Site name, address, directions (phone number and map optional, but good to have)

Webpage address

Short description of the event's purpose (Crown Tourney or Dance Seminar?)

Site restrictions, important amenities (i.e., handicapped accessible, lunch offered)

Site fees, feast fees preregistration fees, preregistration deadlines,

Include the name that the checks are to be made out to and the prereg mailing address!

Event staff contact information – event steward MINIMUM - emails and phone numbers

Event schedule and feast menu, if available

Optional: Local amenities – hotels, restaurants, etc.

Planning:

Outline activities

Contact Royalty to determine if Courts or Peerage meetings, etc. are to be held

Consider *all* the types of activities: Depending on the site you may have classes going on opposite fighting. Plan *where* and *when* all activities will take place.

Build in "buffers" so when the event gets behind schedule you're still OK

Schedule: Set up time/Merchant Opening/Populace Opening
Courts/Peerage meetings/Vigils/Other major meetings

Meals

Activities: Marshal activities/Classes/Concerts/Dancing/etc

Site closing/Off-site deadline/Postrevel

Be prepared for these plans to change, sometimes even on the day of the event.

Recruit a crew that will meet your event's needs

The best person for the job may not be your best friend...

... but if you can't effectively work with someone, that is not productive either!

Hold meetings with your crew

Don't just ask "Is everything going OK?" Be specific, get details!

Talk with crew members individually as well as in group think-sessions

Take notes on what your crew chiefs say

Make a running list of all the things you will need to bring or have brought to the site the day of the event. Check with your crew chiefs for additional or redundant items.

Check local facilities – where are the nearest hospital, pharmacy, grocery, big-box store, etc.

Purchase items on your list and retain all your receipts

Decide on and make site tokens, if desired

The week before:

- Verify all details with site managers including key transfers, site regulations, etc.
- Final crew meeting
 - Discuss how final preparations are proceeding
 - Verify their arrival time on site and who is bringing which items to the event
- Make sure Gate steward is bringing paperwork, till, change, pens, and clipboards
- Are site tokens, banners, decorations, etc finished?
- Create courtesy baskets (baskets of small essentials for the restrooms)
- Pack the items you are responsible for and put them in your car as soon as possible.
 - Bring an extra box to use as a Lost and Found.
 - Keep a list of anything not in the car and apt to be forgotten (like refrigerated items)

The Day of the Event

- Be the first person on site (about 1 hour before set-up)
 - Open doors, check lights, check water, etc.
- Set up
 - Bring your list of who will be bringing which items and their phone numbers
 - Bring the number of people, tools, and cleaning supplies that will be needed
 - Have all rental/borrowed equipment delivered before site opens
- During the event:
 - Remember: You're doing this to have fun...*
 - Bring your notebook to record last minute items needed, any problems with the site, any injuries or other incidents, make notes for "next time"
 - Try to keep on schedule but be flexible
 - Communicate with deputies and crew chiefs, check in with Royalty
 - Move around the event, looking for issues and successes
- Feast
 - Have a separate staging area so the removes can be brought out in an organized manner
 - Organize the Feast Hall with sufficient room between parallel tables and give wide aisles
 - Provide clean-up tools – plastic dish bags, brooms, dustpans, large garbage cans, etc.
- Clean up
 - Keep a list of who took which items home from the event
 - Recruit an appropriate number of people, tools, and cleaning supplies.
 - If possible have a clean-up coordinator and crew signed up in advance.
 - Bags, cleansers, mops, brooms, buckets, vacuums, etc (what does the site have?)
 - Return all rental/borrowed equipment
- Be the last person off site

Post Mortem:

- Return site keys and do site walk-through
- Return all borrowed or rented items not returned at the event
- Post lost and found list to webpages, newsletters, email lists
- Prepare an event report and financial report and present it to your local group and Kingdom
 - Follow *your* groups' guidelines regarding receipts and event funds!
- Check that all reports on activities performed over the course of the day are submitted
- Thank appropriate people, publish a thank you letter, if possible send physical thank you notes
- Hold a postmortem with your crew to discuss successes and problems with the event and site
- Write award recommendations for any appropriate people
- If desired, write thanks/congratulations to royals or winners of contests or tourneys

Abbreviated Camping Issues to Consider:

fires (firepits or fire rings), trash regulations, recycling, merchants (vendor permits?), swimming, bees' nests, underground wires/pipes that could be damaged by stakes, availability of water & electricity, pet policy, archery/thrown weapons, coursing/equestrian, food sales, feasts, site map, non-camping areas, portajohns (stocking toilet paper, providing illumination), local emergency services, severe weather backup plans, first aid, camping and/or RV's, handicapped accessibility...